

Board Meeting Minutes April 3, 2014

A regular meeting of the Channing Hall School Board was held Thursday, April 3, 2014 at 6:45 pm, located at 13515 South 150 E Draper, UT 84020

Present: Rachal Milford, Stephanie Frohman, Michelle Crowley, Eunie Piper, Nicole Hawkins, Debra Didier (excused late)

Excused: Dawn Lords

Public Present: Heather Shepard, Kim Miller, Swathi Mahasenan

Rachal opened the meeting with a couple edits to the agenda. Erin Preston will be presenting the legislative wrap-up and a motion is anticipated to approve the revised strategic plan.

Rachel asked for any objections to approve the revised agenda or the minutes from 03/06/2014 board meeting. With no objections, the agenda and minutes are approved.

PUBLIC COMMENT: none

EXECUTIVE COMMITTEE REPORT: Rachal presented

Shout Outs:

- Congratulations to Sheryl Rushton on completion of her Doctorate
- Thank you to Cynthia Thorsen for service to the board. She will be stepping down from the board.
- Michelle will be stepping down as well after 10 years of service. Her last meeting will be May.

Update on Heather Shepard's review:

- Scheduled for May. Please send any topics of discussion or concern to Rachel or Stephanie.
- Will include 360 input from faculty

Vice-President nominations: Dawn Lords has expressed interested in Vice-President. Rachel opened the floor to nominations for Vice-President and Michelle Crowley nominated Dawn for the position.

New family orientation: (held just prior to board meeting) was a success with several families attending. Lots of good questions were asked. The student council served as great ambassadors for Channing Hall.

ADMINISTRATOR'S REPORT: Heather Shepard presented

Lottery/enrollment: Initial lottery has been pulled and all spots in K-5 (including extended day kindergarten program) have been filled. One spot is available for 6th but expected to be filled off waiting list. Spots not accepted (with fees paid, when applicable) by Monday are at risk for forfeiture and will be offered to students on the waiting list.

Title 1 Audit – Channing Hall was “amazing”! The audit team was impressed on the efficient use of funds and how well the program was being implemented at Channing Hall.

Building Audit: Several key areas were evaluated to determine long term capital costs for budgeting purposes. Expert findings are as follows...

- Roof – We had a roofing expert from Whittaker Roofing inspect the roof. If we have to replace the roof and put a new membrane down, it will cost \$4.00 per square foot. But we should be able to get 20+ years out of our current roof. The most important thing is preventive maintenance and repairing any cracks that appear. That will cost about \$100 a patch. If we want to have Whittaker Roofing perform a maintenance visit they will send two guys out to thoroughly inspect the roof and make up to 4 patch repairs for \$600. He thinks Stewart has the skills to look for cracks and make repairs and save the money.
- HVAC - We had an HVAC expert from Atlas Sheet Metal provide guidance. Atlas is the company that services our units. He said that if we keep the units serviced and clean they can last 20 years or more. He services units that are 40 years old. The older the units get the greater the challenge of getting parts but it's very doable to keep them going. It should be a very long time before we would have to replace a unit altogether. Expensive fixes down the road might include \$1500 for compressor, \$200-\$300 for a motor and \$200-\$300 for a circuit board. We currently pay Atlas to replace the filters 3 times a year and we replace belts as need. Stewart and his staff also trouble shoot problems themselves before paying to have Atlas come out. Once a year we have Atlas thoroughly inspected every unit and performs any needed repairs.
- Exterior – We haven't had an expert come out yet. We are calling to have someone come out as soon as possible.

- Parking lot – Last year we received a bid to have a seal coat applied to the entire area but decided that we could wait a while. We are lining up an asphalt expert to come out and to assess the asphalt and recommend a long term care plan and estimate costs.
- Water heaters – We talked to Standard Plumbing about our water heaters. If we need to replace the large water heater it will cost \$2800 plus labor to install. The smaller 30 gallon heaters are about \$1300. Standard said that a water heater is usually good for 7 to 10 years or longer but that commercial grade water heaters are never warrantied for more than 3 years.

Hiring update:

- 4th grade hired
- Offer out to new kindergarten and new music teachers
- 3rd & 5th grades still looking

FINANCIAL COMMITTEE: Debra presented

Budget Review Plan:

- April 10th – Ralph and Sanford attend state meeting
- April 21st – Finance Committee and Executive Committee meet
- May 1st – Board meeting budget study session
- May 20th – Budget notice published in paper
- June 5th – Board meeting approval for revised FY2014 budget and original FY2015 budget

Funding priorities: Current salaries are not aligned with surrounding districts. We have an opportunity this year to close some of that gap.

****Stephanie moved to make “equity adjustment” for teacher salaries a priority in the 2015 budget. Michelle seconded the motion and it passed unanimously.****

STRATEGIC PLANNING: Stephanie presented

Strategic Plan: The revised strategic plan was presented to the board.

- Focus for 2014/15 - Improving differential instruction and reauthorization of the PYP program.
 - GUIDING PRINCIPLE #1
 - Review and improve differential learning in language arts and math
 - implement AIR assessments
 - GUIDING PRINCIPLE #2

- Complete self study and prepare for 2015 visit
 - Implement IB rubric changes for MYP report cards
 - GUIDING PRINCIPLE #3
 - Leverage instructional coaches
 - Evaluate LEAP pilot program, CHAMPS, Math and MYP RTI programs
 - GUIDING PRINCIPLE #4
 - Internationalism in Golden Rule Projects
 - Evaluate MYP end projects
 - GUIDING PRINCIPLE #5 – Refine PR messaging from board.
 - GUIDING PRINCIPLE #6 - Evaluate 13/14 marketing
 - OE-06
 - Continue Capital Maintenance Escrow project
 - Improve on 2013/14 pilot funding projects
 - Define funding priorities
 - Investigate recurring revenue options
 - Follow funding related legislative issues
- Focus for 2015/16 - Student assessments
 - GUIDING PRINCIPLE #1
 - Leverage SAGE to improve assessment programs in math and language arts
 - Develop a measure of annual individual student progress
 - GUIDING PRINCIPLE #2
 - Review integration of IB in Science and Social Studies
 - Implement IB assessment changes
 - GUIDING PRINCIPLE #5
 - Focus on GP in annual report,
 - PR focus on “What’s Cool at our School”
 - Revisit developing “in kind” donation list
 - GUIDING PRINCIPLE #6 – Explore student involvement in assessment process
 - OE-06 – Continue Capital Maintenance Escrow project

****Eunie moved to approve the strategic plan as presented. Michelle seconded the motion and the motion passed unanimously.****

PUBLIC RELATIONS COMMITTEE: Rachel presented

Annual Report:

- Designer – After looking at David Palmer’s (Eunie’s contact) work, we have decided to go with him instead of Amber Griffiths for the design of the annual report. The cost is the same: \$500 for the initial creation. The price includes

the creation of the file and 3 rounds of full editing . The report will be created in Adobe InDesign or Illustrator. We will own the file. If we have someone who is capable and willing, we can do future edits ourselves. If not, we can go back to David for \$50 an hour. (David will provide an estimate of hours to insure clear cost.)

- Revised Deadlines – Articles and photos need to be submitted to Dawn by Friday, May 9th , or sooner.
- Article expectations – Please find one or more high resolution picture/graph to accompany your articles. If your article supports a particular guiding principle, please show the connection between what you are writing about and the guiding principle. Based on past reports, articles should be between 1-3 paragraphs with 2-7 sentences per paragraph.
- Article assignment – On the “Annual Rport Assignments” document, the highlighted items will definitely be included in the report. The others will be included if we have space. If an item is not included, it will be saved for future use in either the next annual report of the quarterly newsletter.

LEGISLATIVE COMMITTEE: Erin Preston presented

Wrap up of 2013/14 Legislative Session: Several education related bills were passed by the legislature. Some have straightforward effects, others will take time to see how they are implemented. Highlights are below:

- HB23 – Suicide Prevention – allows teachers and staff to take action previously limited to licensed school counselors. Parental notification still required.
- HB36 – Enrollment – Allows for children and grandchildren of board members to enroll without going through the lottery process. Also allows preference for disadvantage groups to be written into bylaws.
- HB111 – School Building Rebuilding Act – All construction since 2004 must be documented in a standard form.
- SB58 – Carbon Monoxide dectectors – new requirements for installtion of dectectors and monitoring
- SB103 – Allows for more teacher development days in place of classroom time. School calendar would need to be amended by May.

CLOSING REMARKS: none

Rachal entertained a motion to adjourn the meeting. Michelle made a motion to adjourn which Debra seconded. With no objections, the meeting was adjourned at 8:35 pm.